INSTRUCTIONS FOR PREPARING IBM CARDS
FOR THE 1945 RR FAMILY STATUS REPORT

General

These instructions outline the steps necessary to transfer the
data from FSA-803, 1945 RR Family Status Report, to IBM cards.
These steps consist of key punching, verifying, sorting, gang
punching, checking to control sheets, and shipping the cards
and schedules back to the national office.

Attached is a complete set of cards, a sample schedule (Form
FSA-803), a set each of punching instructions, coding instruc-
tions, and editing instructions.

It is important that each operator thoroughly understand the
sample schedule and the punching instructions before any of the
work is started. A general knowledge of the editing instruc-
tions would also be useful, but it may be desirable to use these
only as reference. The coding instructions will be very helpful
in checking or correcting any doubtful codes.

The colored lines on the sample schedule show the sequence in
which the information is taken from the schedule. The punching
instructions show the flow of each card, the correct skip bar to
be used, and the number of card columns allotted each item.

All the schedules for one county within a state have been put in-
to an envelope with the state and county numbers, the case num-
bers for the county and all the card numbers written on the out-
side of the envelope. A special effort should be made to replace
all the schedules for a county in the correct envelope. This will
be important when the cards are checked to the control sheets.

Key Punching

It will be necessary to key punch and verify five different cards
for each schedule in the 1945 RR Family Status Report sample. Each
card has been assigned a number (X,2,3,4 and 5) which is printed
in the lower right hand corner. Along with the card number each
card has a distinguishing color stripe along the top edge.

It has been found that the best procedure is to punch and verify
all of one kind of card, e.g. Card X, for a large number of
schedules before changing to the next kind of card. By doing it
this way it is possible to complete the punching and verifying
for several states and while the other states are being key punch-
ed and verified the first group can be gang punched and checked to
the control sheets. The "card number" will be the same for a
large number of schedules and it will be possible, when key punch-
ing each of the five cards for this report, to punch a master card
with the proper "card number" punched in column 7 which can be
placed in the duplicating rack and the card number will automati-
cally duplicate when key punching.

Card X is the only card that will have all the control items key punched. These items will be automatically skipped by the skip bars on cards 2,3,4 and 5 but will be gang punched into these cards from card X. The control items start with the code box to the left and below item number 2 on Form FSA-803 and extend through all the code boxes down the left hand side of the schedule, except the last box which is left blank. Therefore, it is necessary to space over that column (column 35) on card X.

When punching the five master cards, it is possible to tell the exact items to be punched and the number of columns allotted each item, by using the skip bar listed at the top of each card design in the punching instructions and by following the colored line on the sample schedule.

The first item to be punched on cards X,2,3,4 and 5 will be the six digit case number, written to the right of item number 1 on the schedule. Then the proper card number will automatically duplicate, and the five numbers in the first code box to the left of item number 1 will be key punched. The skip bar will skip columns 13 through 35 on cards 2,3,4 and 5 but these columns will be key punched on card X. The remaining items will be key punched following the colored line on the sample schedule and the card designs in the punching instructions.

Each kind of master card can have as many trailer cards as are necessary. The exact form for trailer cards is explained on page 2 of the attached punching instructions and it should be noted that every trailer card must have a double punch "X" in column 12.

Verifying

It is necessary that every card be verified and since there are no totals available to check against, it becomes necessary for every card to be key verified.

The instructions for verifying are exactly the same as those for key punching and all the preceding instructions can be followed. It is suggested, however, that the person verifying check off the card number of the cards as they are verified. This check list will be found on the outside of each envelope in the lower right hand corner. If some cards have not been punched and verified for a county this will be a great help in checking.

Sorting for Gang Punching

When all the cards have been punched and verified for a state they can then be sorted in the proper order for gang punching.

Since card X has the controls key punched it becomes necessary to file cards 2,3,4 and 5 behind card X for each case number so that columns 13 through 35 can be transferred from card X into the other four cards for each schedule. All trailer cards will be sorted along with the master cards.

Place all the 2,3,4 and 5 cards behind the X cards in the sorter
and sort on county and case number. Sort on column 12 first and
pick up the cards in order, 0 through 9, and then run them again
on column 11, again picking them up, 0 through 9. The cards will
then be in county order. The next sort will be by case number,
starting with column 6 and going through column 1, picking them up
in order, 0 through 9, and feeding them for the next column to be
sorted. The cards now will be in case number order within counties,
and ready to be gang punched.

Gang Punching

With cards 2,3,4 and 5 and the proper trailer cards filed behind
card X for each case number it is now possible to transfer all the
control information (columns 13 through 35) from card X into cards
2,3,4 and 5.

The card number "X" will be the X used to control when gang punch-
ing. One of the "Punch X Brushes" must be set on column 7, the
column in which the X is punched, the machine is then wired for
straight gang punching of columns 13 through 35 and a wire is taken
from the proper "P X Brush" to one of the "PX" hubs.

The controls will then be punched from the first X card onto the 2,
3,4 and 5 cards and the proper trailer cards that follow it. When
the next X card passes through the machine and the "X" is picked up
by the "Punch X Brush" the previous set of controls will be dropped
and the new controls will be read and transferred into the cards
following the X card until the next "X" is picked up when the same
process will be repeated.

It is very important that cards 2,3,4 and 5 and the proper trailer
cards are filed behind the proper card X or the incorrect controls
will be punched into the other cards of the set. Every precaution
should be taken to assure the accuracy of the sorting necessary for
gang punching.

Checking to Controls

As the cards are already in county order from the previous sort it
is not necessary to re-sort the cards for checking to the control
sheets.

All the cards should be put through the tabulator, controlling on
state, columns 9 and 10, and county, columns 11 and 12. State will
be the major control and county the minor control. Two types of
digit counts will be taken on card number, column 7. Since column
12 is the column to be double punched with an X on trailer cards
these cards must not be added into the card count for each county.
Therefore, a digit count is needed of all the X,2,3,4 and 5 cards
with No X on column 12. This will be the master cards only. Another
count is needed of all the X,2,3,4 and 5 cards with X on column 12,
and this will be all the trailer cards.

When the digit counts have been taken the count of cards with No X on column 12 should be checked with the count given in the column on the control sheets headed "Number Schedules Sent to IBM" and if the counts check they should be written under the proper card column headings and to the right of the proper county number. The count of master cards may be entered in lead pencil. The count of trailer cards should be entered on the control sheet next to the master card count for the card number and the county they represent. All trailer card counts should be entered in red pencil. There is no count with which to check the trailer card entries, therefore, the first card count of trailer cards will be the one used for checking in all future tabulations.

If any of the card counts do not check with the figures listed on the control sheets it will be necessary to compare the cards you have with the schedules for the county and by a process of elimination decide what card or cards are missing and have them punched or remove any duplicate cards. It is absolutely necessary to have all the card counts check before the schedules and cards are returned to the national office.

Returning Cards and Schedules

It is necessary that the cards, schedules and control sheets for each state be returned as soon as it is finished. The cards are to be packed in the wooden boxes and the schedules and control sheets tied in bundles for shipping. When the last state is completed return any unused cards and all the skip bars.

All cards, schedules, materials or inquiries should be addressed to,

Farm Security Administration
Program and Reports Division
Washington 25, D. C.